



**COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES
OPEN COMPETITIVE JOB OPPORTUNITY**



Bulletin No. 07-243

Posting Date: February 12, 2008

JOB TITLE	<u>ADMINISTRATIVE INTERN</u>
EXAM NUMBER	R0895J
FILING DATES	February 13, 2008 - March 06, 2008
SALARY	\$3,354.27 - \$4,046.36 MONTHLY
PROGRAM INFORMATION	<p><u>THE ADMINISTRATIVE INTERN PROGRAM:</u> The program is designed for individuals interested in pursuing a career in public administration in County government. The program is a two-year, paid internship during which Administrative Interns, as County employees, work in administrative assignments where they are provided a general overview of County government through practical job assignments and participation in trainings. Through their administrative assignments, the Administrative Interns are exposed to the responsibilities of County departments that provide services in such critical areas as public health, child welfare, social services, arts and cultural activities, law enforcement, and community development. The Administrative Interns are assigned to the Department of Human Resources, the Chief Executive Office, or a line department where they rotate through divisions performing analytical work and gaining experience in such areas as Recruitment and Selection, Organizational Development, Asset Management, Classification, Compensation, Employee Relations, Budget Operations, and/or Legislation.</p> <p>During the course of the program, the Administrative Interns are given periodic appraisals assessing their performance in departmental assignments and participation in trainings. The Administrative Interns must successfully complete a 12-month probationary period and all work assignments and training requirements during the two-year program.</p> <p>Successful completion of this program will enable the Administrative Interns to compete for various permanent administrative or technical positions throughout the County.</p> <p>NOTE: Modifications to the Administrative Intern Program may occur during the course of the program to enhance and refine program outcomes.</p>
ESSENTIAL JOB FUNCTIONS	<p>Participates in carrying out routine to complex analyses, studies, projects, and implements program initiatives and directives; prepares and reviews routine to complex reports, forms, correspondence, and presentations; attends and participates in Departmental, Countywide, State, and Federal committees, training sessions, and task forces; as well as consults with, presents information to, and responds to inquiries from various individuals.</p>

Department of Human Resources: Address: 500 W. Temple St., Rm 588, Los Angeles, CA 90012
24-Hour Job Line: (800)970-LIST; TTY Phone: (800) 899-4099

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

SELECTION REQUIREMENTS	<p>A Bachelor's Degree or higher from an accredited* four-year college or university.</p> <p>Physical Class: 2 - Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.</p> <p>Licenses: A valid California Class "C" Driver License or the ability to utilize an alternative method of transportation when needed to carry out essential job-related functions.</p> <p>Special Requirement Information: APPLICANTS WHO WILL MEET THE REQUIREMENTS BY THE END OF JUNE 2008 MAY ALSO APPLY AND MUST CLEARLY STATE THE EXPECTED DATE OF GRADUATION ON THE EMPLOYMENT APPLICATION TO QUALIFY BUT WILL BE WITHHELD FROM CERTIFICATION UNTIL ALL REQUIREMENTS ARE MET AND A COPY OF DEGREE OR OFFICIAL TRANSCRIPTS ARE SUBMITTED. ALL OTHER APPLICANTS MUST SUBMIT PROOF OF GRADUATION AT THE TIME OF FILING. A PHOTOCOPY OF DIPLOMA OR TRANSCRIPTS IS ACCEPTABLE. FAILURE TO SUBMIT A COPY OF DIPLOMA OR A COPY OF OFFICIAL TRANSCRIPTS WILL RESULT IN APPLICATIONS BEING REJECTED.</p> <p>Applicants who apply online and have graduated before June 2008, MUST either upload required documents as attachments during application submission or fax a photocopy of the required documents to (213) 380-3681 within five (5) business days of filing online. Please send it attention, Naila Jahan Zaman, and include the exam number and exam title.</p> <p>Applicants claiming Veteran's credit need to submit a copy of a DD214 form for review and consideration of additional points.</p> <p>*Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges and International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services</u> and <u>Association of International Credential Evaluators, Inc.</u></p>
SPECIAL INFORMATION	<p>Shift: Any Shift It is anticipated that this list will be used to fill an Administrative Intern class that will begin in Summer 2008. When appointments are made, appointees may be required to work any shift, including evenings, nights or weekends.</p>
VACANCY INFORMATION	<p>Administrative Interns will be employed by the Department of Human Resources.</p> <p>Note: The eligible list from this examination may also be used by various departments for filling both temporary and permanent positions for other appropriate vacancies.</p>

**EXAMINATION
CONTENT**

This examination will consist of two (2) parts. Part I: A written test covering Knowledge of Statistical Concepts/Data Collection Principles and Methodology, Data Analysis and Interpretation/Basic Mathematics, Written Expression, and Reading Comprehension weighted thirty-five (35) percent. **NO TRANSFER OF WRITTEN TEST SCORES WILL BE GIVEN FOR THIS EXAMINATION.** Part II: A structured interview covering Job Preparation, Oral and Interpersonal Communication Skills, Work Habits, and Adaptability and Dependability weighted sixty-five (65) percent.

Candidates who have taken the written test for Human Resources Trainee, Examination Number K1909A ONLY will automatically have their test scores applied to this exam and are not eligible to retake the written test. **ALL OTHER CANDIDATES MUST TAKE THE WRITTEN TEST.**

ONLY THOSE CANDIDATES WHO PASS THE WRITTEN TEST (PART I) WILL BE ELIGIBLE TO COMPETE IN THE STRUCTURED INTERVIEW (PART II) PORTION OF THE EXAMINATION. CANDIDATES MUST PASS EACH WEIGHTED PART OF THE EXAMINATION IN ORDER TO BE PLACED ON THE ELIGIBLE LIST.

THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Study guides and other test preparation resources are available to help candidates prepare for written employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at: <http://dhr.lacounty.info> and clicking Job Information and then on Employment Test Preparation.

**ELIGIBILITY
INFORMATION**

The names of successful candidates will be placed on the Eligible List for a period of six (6) months.

***** IMPORTANT INFORMATION *******APPLICATION
INFORMATION**

All applicants are required to submit a Standard Los Angeles County Employment Application. You have the option of filing your Standard Los Angeles County Employment Application either online (via electronic submission) -OR- via hard copy submission. **PLEASE SELECT ONLY ONE METHOD TO FILE YOUR APPLICATION.**

Instructions for Filing Online: The standard Los Angeles County Employment Application for this examination can be completed online and submitted electronically. Online filing has been designed to facilitate and expedite the filing process for this examination. A standard Los Angeles County Employment Application for this position will be accepted beginning Wednesday, February 13, 2008 through Thursday, March 06, 2008 by 5:00 p.m., PST. Applications electronically received after 5:00 p.m., PST, on the last day of filing will not be accepted. To file an application online go to: <https://easier.co.la.ca.us>.

Instructions for Hard Copy Submission: Standard Los Angeles County Employment Applications are available at the filing location below. To download a standard Los Angeles County Employment Application, please visit: <http://easier.co.la.ca.us/JobsInfo/empapp.pdf>. (Use this only if you are not filing online). Applications will be accepted on business days only between 8:00 a.m. and 5:00 p.m., PST, beginning Wednesday, February 13, 2008 through Thursday, March 06, 2008. Applications must be received, either in person or through mail, by 5:00 p.m., on the last day of filing, at the location listed below.

Whether you file by using a hard copy application or via the online method, the

acceptance of your application depends on whether you have clearly shown that you meet the **SELECTION REQUIREMENTS**. Fill out the application completely and correctly to receive full credit for any related education and job experience you include. A): In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. In order to receive credit for any college course work, or any type of college degree, such as an Associate, Bachelor, Master, or Doctorate degree, or for completion of a certificate program, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization or official certificates with your application. B): For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. **Resumes may be attached; however, they will not be accepted in lieu of a completed application.**

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

Department of Human Resources
Employment Information Services Office
3333 Wilshire Boulevard, Suite 100
Los Angeles, CA 90010
(213) 738-2084

DISABILITY ACCOMMODATIONS

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (213) 738-2057.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (213) 738-2057. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (800) 899-4099 or (800) 897-0077. The County will attempt to meet reasonable accommodation requests whenever possible.

AN EQUAL OPPORTUNITY EMPLOYER

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

CHILD SUPPORT COMPLIANCE

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

VETERAN'S CREDIT

VETERANS' PREFERENCE CREDIT of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from

**EMPLOYMENT
ELIGIBILITY
INFORMATION**

engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**RECORD OF
CONVICTIONS**

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

**SOCIAL SECURITY
ACT OF 2004**

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.